

From:

To:

Subj: Resignation as Family Readiness Group **(fill in position)**

Reference: FAMILY READINESS GROUP OFFICER

Please be advised that I **(fill in name)** resign as **(fill in position)** as of **(enter date)**. Due to:

- ☐ Transfer of my spouse.
- ☐ Retirement of my spouse.
- ☐ Personal reasons.

Please acknowledge receipt and acceptance of this resignation.

Thank You,

Name

Date

The forgoing resignation is hereby accepted and is effective as of (enter date).

By:

FRG Position